Impact of Next Day Arrivals on Itineraries and Allowances

Overview

Travelers are responsible for reviewing travel documents to ensure the content is accurate. Two key components travelers should pay special attention to are the itinerary and travel allowances. These two components drive the amount travelers receive as reimbursement. Expense reports are impacted by "Next Day Arrival" layovers because the travel allowance calculates the layover location in per diem. Below explains what to look for and how to fix it.

Tip: Look for a blue crescent moon 🌙 when booking airfare to identify itineraries with "Next Day Arrivals."
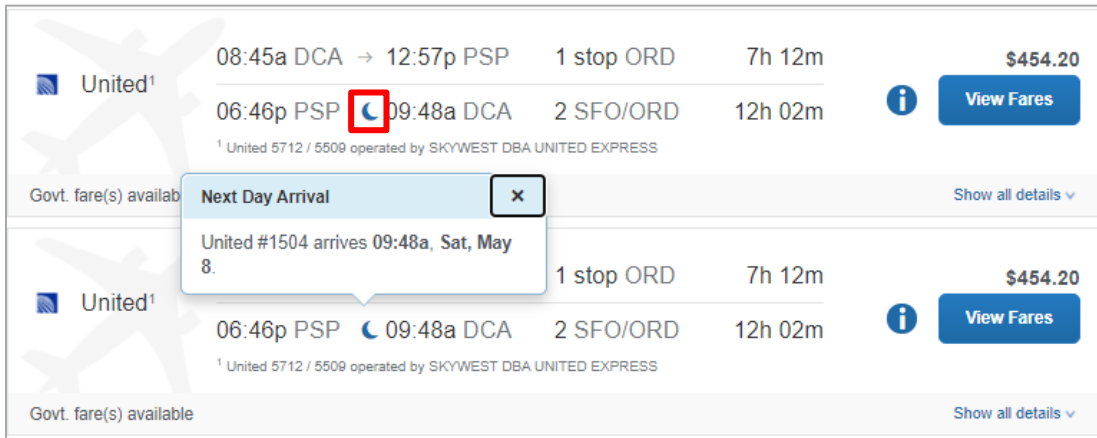
Scenario

I am traveling from Washington D.C. to Palm Springs, CA and have a "Next Day Arrival" layover in Phoenix, AZ, but I did not need a hotel. My layover in Phoenix, AZ is calculated in my travel allowances. How do I fix it?

How to Identify "Next Day Arrival" when Booking Airfares

1. Below is the itinerary above. There is a "Next Day Arrival" layover on the return leg; therefore, the traveler arrives at 12:38 am the next day.

    NOTE: The blue crescent moon 🌙 symbolizes the "Next Day Arrival"

2. Proceed with booking air, hotel, and/or car based on mission requirements.

3. Update the **Trip Purpose** in the **Request Header** and verify the **Temporary Duty (TDY) Location – City** matches the TDY destination (in this case Palm Springs, CA).

   NOTE: the **TDY Location – City** often defaults to the arrival airport i.e. PSP Palm Springs International Airport.

4. Add **M and IE Allowance** to the request. For a single destination trip like this one, use the **Meals – Single TDY Trip Only M and IE Allowance**.

5. Verify the **TDY Location – City** matches the same location used in the **Request Header** then **Save** the M&IE Expense.

6. Be sure to add all necessary expense items then **Allocate** and **Submit Request** for approval.

Expense Report – Reviewing the Itinerary and Allowances

1. Upon returning from TDY, create an expense report from the request by viewing the approved Request then clicking on **Create Expense Report**.

2. Select the **Travel Allowance** drop down then click on **Manage Travel Allowance**.

3. When the **Travel Allowances for Report** screen opens click on **Create New Itinerary**.

4. Click on **Import Itinerary** then select your itinerary and click **Import**.

5. Under **Available Itineraries**, the imported itinerary will appear under **Assigned Itineraries**. Click **Next**.

6. Pay close attention to the details on the **Expenses & Adjustments** screen. The locations listed under **Date/Location** should always reference your TDY Location(s). In the example below, the travel allowance picks up the "Next Day Arrival" layover in Dallas, Texas as a per diem location. Click **Previous** to return to **Available Itineraries**.

7. Select the assigned itinerary, then click **Edit**.

8. Select the 3 middle rows then select the **Delete** Rows.

   NOTE: only 2 rows are needed for a single destination TDY. One row for Washington to Palm Springs, then a second row for Palm Springs to Washington.

9. Select the first row then update the **Arrival City** to Palm Springs, CA. Next update the arrival time to the correct time. Then click **Save**.

10. Select the second row in the itinerary and update the **Departure City** and time to the correct location and time

(i.e. Palm Springs 11:55 AM) then click **Save**.

11. Click **Expenses & Adjustments** at the top, then review the travel allowances. The location under **Date/Locations** matches the TDY Location for this trip. Click **Create Expenses**.

NOTE: the only location calculated in travel allowances is Palm Springs, CA – the only TDY location for this trip.

12. Verify the **M and IE Allowance** expense line items under **Expenses** list Palm Springs, CA as the per diem location.

	Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Requested
☐		Other Payment Method	M and IE Allowance	Palm Springs, California	05/08/2021	$49.50 Allocated
☐		Other Payment Method	M and IE Allowance	Palm Springs, California	05/07/2021	$66.00 Allocated
☐		Other Payment Method	M and IE Allowance	Palm Springs, California	05/06/2021	$66.00 Allocated
☐		Other Payment Method	M and IE Allowance	Palm Springs, California	05/05/2021	$66.00 Allocated
☐		Other Payment Method	M and IE Allowance	Palm Springs, California	05/04/2021	$66.00 Allocated
☐		Other Payment Method	M and IE Allowance	Palm Springs, California	05/03/2021	$49.50 Allocated
						$363.00

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to ▼

13. Create or import all expenses needed for this expense report. Adjust allocations, if necessary, then submit for AO approval.

You have successfully updated your itinerary to reflect the travel allowances accurately.